

## CHAPTER 20 - OVERHEAD AND TEAMS

Personnel must be requested by the description found in the (NWCG) Standards for Wildland Fire Position Qualifications, PMS 310-1 or other agency approved qualifications guides.

### STANDARDS FOR WILDLAND FIRE POSITION QUALIFICATIONS

Overhead Positions listed in the National Incident Management System (NIMS) Wildland Fire Qualification System Guide, PMS 310-1.

This document is located at: <https://www.nwcg.gov/publications/310-1>

The Incident Qualifications and Certification System (IQCS), and the Incident Qualification System (IQS) are information management systems that track training and certifications for Wildland Firefighters. For a complete list of all NWCG recognized Position Codes, refer to the Position Codes link at the following web site: <https://iqcs.nwcg.gov/>

### OVERHEAD MOBILIZATION AND DEMOBILIZATION

Units filling requests for personnel are responsible for ensuring all performance criteria are met. Requests will be processed as "fully qualified" unless "Trainee Required/Acceptable" is selected as an inclusion in IROC. The sending unit must designate a Flight Manager when two (2) or more personnel travel together to the same incident via non-commercial air transport.

Supplemental Fire Department Resources are overhead provided by a local fire department through agreements and are mobilized primarily for response to incidents/wildland fires outside of their district or mutual aid zone. They are not a permanent part of the local fire organization and are not required to attend scheduled training, meetings, etc. of the department staff.

When mobilizing Supplemental Fire Department Resources outside of the fire district or mutual aid zone the following will apply:

Mobilization will follow established ordering procedures as identified in National, Geographic, and Local Mobilization Guides. Resources will be mobilized from the Host Dispatch Zone in which the department is located. Personnel will be provided a copy of the resource order request after confirmation of availability and prior to departure from their home jurisdiction. Resource orders shall clearly indicate incident assignment, incident location, expected incident arrival time, and any additional special needs or equipment authorizations (laptops, and rental vehicles).

If a request requires individuals to be self-sufficient for the duration of the assignment, they must be able to procure food, lodging, and local transportation.

### OVERHEAD NAME REQUESTS

Name requests for suppression or all-hazard incidents should be rare and are appropriate only for highly specialized positions or to meet specific agency objectives (for example, name requests between state

agencies). The ordering unit must confirm availability for the individual being requested prior to placing the request. All name requests must include the individuals current dispatch location.

Document name request justification, for all name requested resources, on the resource order form.

Name requests charged to budgeted/programmed, non-suppression funds are acceptable and will be processed during normal business hours.

All name requests not filled by the sending unit will be returned to the requesting unit by NICC as UTF.

Severity requests often involve strategic movement of resources from areas with lower fire potential. In these cases, name requests may be appropriate and are typically directed by agency managers.

Use of the THSP (Technical Specialist) position code is only appropriate when no other appropriate position code exists, and requires additional information describing the specialty be included with the request (THSP – Duty Officer; or THSP – Air Resource Advisor).

Unless specifically excluded, ADs and private contractors will be accepted for suppression and severity orders.

### **INTERAGENCY WILDLAND FIRE MODULES**

The primary mission of a Wildland Fire Module (WFM) is to provide an innovative, safe, highly mobile, logistically independent, and versatile fire module for wildland fire management and incident operations.

WFMs are highly skilled and versatile fire crews with a primary commitment to maintain fire's role as a natural ecological process. They provide technical and ecological based expertise in the areas of long-term planning, ignitions, holding, and suppression, prescribed fire preparation and implementation support, hazard fuels reduction, and fire effects monitoring.

Orders for Interagency Wildland Fire Modules will be placed through established ordering channels in IROC using an Overhead Group Request; Module, Wildland Fire, Type 1 (WFM1) or Type 2 (WFM2) configured according to PMS 430 Interagency Standards for Wildfire Module Operations.

<https://www.nwcg.gov/sites/default/files/publications/pms430.pdf>

For minimum module standards for national mobilization, see Interagency Standards for Fire and Aviation Operations, Chapter 13, Firefighter Training and Qualifications, Wildland Fire Modules at:

[https://www.nifc.gov/policies/pol\\_ref\\_redbook.html](https://www.nifc.gov/policies/pol_ref_redbook.html)

NWCG Standards for Wildland Fire Module Operations - Chapter 7 at:

<https://www.nwcg.gov/publications/430>.

As an interagency resource, the Wildland Fire Modules are available nationally throughout the fire season. Standard WFM configuration includes:

one (1) module leader and six (6) to nine (9) module crewmembers.

If requested, WFMs can be configured and mobilized with less than the standard WFM configuration, but only after agreement between the requesting and sending units. Any negotiated configurations must be identified within the original request.

The Eastern Area has one Type 1 Wildland Fire Module, which is hosted by the Huron-Manistee National Forest, MI-HMF.

### **WILDLAND FIRE MODULE MOBILIZATION**

Geographic Areas will mobilize local Interagency Wildland Fire Modules internally. There are local unit agreements to share Wildland Fire Modules between bordering units in different Geographic Areas.

The Wildland Fire Module Leader will contact the ordering unit to discuss incident/project requirements.

### **SMOKEJUMPERS**

<https://www.nifc.gov/smokejumper/smirpt.php>

### **PILOTS - LEAD PLANE, AERIAL SUPERVISION MODULE AND SMOKEJUMPER**

For a complete list of Lead Plane, Aerial Supervision Module and Smokejumper pilot qualifications refer to the following link: [https://www.nifc.gov/nicc/logistics/aviation/Lead\\_Planes.pdf](https://www.nifc.gov/nicc/logistics/aviation/Lead_Planes.pdf)

### **HELICOPTER MODULE**

Call-When-Needed (CWN) helicopters will be managed by a qualified Helicopter Manager (HMGB) and qualified helicopter crew members (HECM); when combined they function as a helicopter module.

Type Helicopter	FAA Standard / Transport Category	FAA Standard Category Temporarily Designated for Limited Use	FAA Standard Category Permanently Designated for Limited Use <u>or</u> FAA Restricted Category
1	Manager plus Four (4) Helicopter Crewmembers	Manager Only	Manager Only
2	Manager plus Three (3) Helicopter Crewmembers	Manager Only	Manager Only
3	Manager plus Two (2) Helicopter Crewmembers	Manager Only	Manager Only
CWN Helicopter and Module must meet up away from Incident(s) or Fire Operations. The minimum required staffing levels must be filled with fully qualified personnel. Trainees may be ordered in addition to the standard module configuration.			

Units requesting helicopter modules for Call-When-Needed helicopters will do so using an Overhead (O) support request for each position. Helicopter module requests should be coordinated with anticipated helicopter delivery time and location. Ordering a helicopter module for a CWN helicopter is not automatic. Ordering units should attempt to fill helicopter module positions internally first.

If the intended use is for initial attack, the HMGB request must specify that a fitness level or arduous is required. Any other qualification requirements (ICT4, etc.) must also be specified.

If helicopter personnel/modules are required to arrive with special needed items (flight helmets, radios, etc.), it must be specified at the time of request.

### **HELICOPTER RAPPELLERS**

Refer to National Mobilization Guide, Chapter 20

**NON-STANDARD OVERHEAD GROUPS**

The generic overhead catalog items “module, fuels” or “module, suppression” will be used to order non-standard overhead groups. All requests for these catalog items will be placed through established ordering channels using an Overhead Group Request. Coordination between requesting and sending units must occur.

**EASTERN AREA ALL-HAZARD SAWYER MODULE STANDARDS**

- Module Size - 2 - 4 personnel
- Qualifications
  - Designated Module Leader
  - Minimum of 2 Fallers (Agency qualified for complex falling operations or Faller 1 or 2).
- One saw kit per qualified faller (recommend 24” bar or longer). Kits to include complete set of maintenance tools.
- 5-gallons of saw gas (if able to transport)
- 2-dolmars (Sig containers optional)
- 3-gallons bar oil (if able to transport)
- One falling axe per qualified faller
- 2- spare chains per saw Falling wedges
- 2-First-aid kits (meeting agency standards)
- Communication (2-portable, programmable radios)
- Agency-provided cellphone recommended – and must be authorized on the resource order.
- Transportation (recommended 4x4 vehicle - must be authorized on the resource order) that can safely carry occupants, equipment and fuel.
- GPS unit with US map, Lat./long capabilities or other GPS capable device.
- PPE, all appropriate clothing and equipment for the incident and environment.
- Must be self-sufficient for at least 48 hours.
- Purchase card or agency purchase authority is highly recommended for each module.

**COMMUNICATIONS COORDINATOR (COMC)**

A Communications Coordinator must be assigned when a second 4390 Starter System is assigned to any incident within a one hundred (100) mile radius of the first assigned 4390 Starter System. The Communications Coordinator should be requested as a name requested position.

The GACC will coordinate filling the request with the National Interagency Incident Communications Division (NIICD) in Boise, ID by calling the National Communications Duty Officer (CDO) at 208-387-5644. Rental vehicle, lap top computer and cellular phone should be authorized when placing the request.

It is important that this position be ordered as early as possible to alleviate the possibility of frequency conflicts during multi-incident situations.

**Duties and Responsibilities:**

- Manage the allocation of communications resources at the Geographic Area level. This includes communications equipment, personnel, and associated supplies. The COMC provides support to the assigned Geographic Area and reports daily to the NIFC Communications Duty Officer (CDO). The COMC will not be assigned to specific incidents or to an Area Command Team. Situations may occur when communications coordination is required between multiple Geographic Areas. Under these

circumstances, a COMC may be assigned to a NICC Resource Order to provide overall coordination and support to COMCs assigned to the affected Geographic Areas.

- Manage the frequency resources for all incidents under assigned jurisdiction. This includes all frequencies for ground tactical, command, logistics, and air operations.

**NOTE:** During complex or multiple fire situations, the COMC will request additional qualified personnel to be assigned as field COMCs. Any situation involving complex air operations will require that a COMC be requested specifically for air operations.

- Maintains an accurate inventory of all communications equipment assigned to incidents under their control.
- Keep current on the availability of communications resources for future Geographic Area and National requirements. The COMC should be current with procedures needed to obtain such resources.
- Provide problem-solving recommendations and advice on communications issues to the respective Geographic Area Coordinators, the Area Command Teams, and/or to Incident Management Teams within a complex or single incident. National, as well as Geographic Area priorities will be considered when making recommendations and/or providing advice.
- Assist incidents with communication system design and in obtaining specialized communications equipment.

### **FLIGHT MANAGER**

A Flight Manager will be designated for point-to-point flights transporting personnel. The Flight Manager is a government employee that is responsible for coordinating, managing, and supervising flight operations. The Flight Manager is not required to be on board for most flights. For those flights that have multiple legs or are complex in nature, a Flight Manager should attend the entire flight. The Flight Manager will meet the qualification standard for the level of mission assigned as set forth in the Interagency Aviation Training Guide (IAT). The Flight Manager is supervised by the Sending Unit dispatcher until the destination is reached. The Flight Manager duties are:

- Brief the traveling personnel providing an overview of travel purpose and final destination, route of travel, intermediate stops, if applicable, and estimated time(s) of arrival (ETAs).
- Ensure the passenger manifest is accurate and contains the correct names and weights of the passengers. Note: The pilot is ultimately responsible for ensuring correct weights, balance and power computations. The Flight Manager will provide one copy of the manifest to the pilot-in-command and ensure that additional copies are available for the receiving unit and the sending dispatcher.
- Ensure proper Resource Tracking procedures are met. The NICC Flight Tracking number is 1-800-994-6312.
- Ensure passenger aircraft safety briefing is conducted.
- Maintain a current list of telephone numbers for the sending and receiving units. The Flight Manager will contact the sending unit dispatch when the flight plan has deviated more than 30 minutes from the original flight plan.
- Have all personnel within the weight limitations, assembled, and ready to board in the designated staging area.
- Ensure the pilot and aircraft are currently authorized for the intended mission and the pilot in-command can verify the aircraft is within weight and balance limitations.

- Responsible for signing the Daily Flight Report – Invoices (Form 6500-122 or AMD-23) for all flights (except for domestic air carriers, airlines, and NIFC contract aircraft).
- For Canadian travel, the Flight Manager will ensure proper documentation is included, as outlined in the Canadian/United States Operating Agreement.

### **INCIDENT METEOROLOGIST (IMET)**

IMET status will be maintained by the respective Geographic Area in IROC. Status will include updated contact information, the home jetport, individual qualifications, and current availability.

When a National Weather Service (NWS) IMET is needed for an incident or project, the request will be placed up to the GACC. When ordering, specify whether the request is for wildfire response or prescribed fire; if prescribed fire, provide number of days IMET is expected to be deployed. The GACC will contact the NWS National Fire Weather Operations Coordinator (NFWOC) by calling the NWS Incident Response Desk at 877-323-IMET. For prescribed fire requests, the NFWOC will coordinate with the appropriate agency program manager to confirm funds in the agreement are sufficient to support the request. (Note: this step is not required for wildfires as NWS can incur expenses in response to wildfires and bill the agencies for reimbursement afterwards). The NFWOC will then identify the name and location of the available IMET to fill the ordering incidents IMET request. If the available IMET is located within the Geographic Area where the incident or project is located, the IMET will be ordered by name request and internally mobilized using established procedures. If the available IMET is located in another Geographic Area, the IMET request will be placed to the National Interagency Coordination Center (NICC) as a name request using established procedures. NICC will place the IMET request to the appropriate Geographic Area to be filled.

For mobilization to a wildfire incident, the ordering unit provides the appropriate financial code(s). For prescribed fire mobilization, the NFWOC will provide the NOAA financial code.

When the NWS cannot provide transportation, the sending dispatch office is responsible for arranging and providing mobilization needed for the IMET and any required equipment to the incident. The incident or incidents host agency is responsible for arranging and providing demobilization needed for the release of the IMET and required equipment back to the home unit.

The IMET is a single resource covered under a reimbursable agreement between the Wildland Fire Agencies and the Department of Commerce, NOAA-NWS. Standard NWS equipment that is essential to on-site meteorological support is mobilized with each IMET, no additional resource order requests are necessary. Standard NWS equipment does not require additional ordering by the incident. Basic standard NWS equipment includes:

- Laptop computer
- Printer
- Mobile satellite setup and setup tools
- Cellular telephone
- Agency or rental vehicle appropriate for off-pavement use
- Miscellaneous office supply

Reimbursement of costs associated with utilization of Standard NWS equipment such as cell phone usage charges, satellite communication charges, and four-wheel drive SUV, pickup or similar rental

vehicle to travel to incident locations with their equipment (including remote locations) is authorized under section V., part B item 4 of the Interagency Agreement for Meteorological and Other Technical Services. Damages, failure, and daily wear incurred to standard equipment during an assignment are also eligible for reimbursement.

### **AIR RESOURCE ADVISORS**

Air Resource Advisors will be ordered as THSP-ARA. Air Resource Advisors should be assigned on Type 1 fires to the extent practicable and should be considered for Type 2 fires.

When a THSP-ARA is needed for a wildfire incident to address public and fire personnel smoke impacts, the request will be placed up to the GACC. The GACC will contact the Interagency Wildland Fire Air Quality Response Program (IWFAQRP) by calling the IWFAQRP Coordinator at 661-GET-1ARA or (661)438—1272

The IWFAQRP Coordinator will identify the name, agency, and location of the available ARA to fill the THSP-ARA request. The THSP-ARA will be ordered by name request and mobilized using established procedures. A THSP-ARA order for a prescribed fire will be coordinated on a case-by-case with direct discussion with the IWFAQRP Coordinator.

The ARA is a single resource covered under a reimbursable agreement between the Wildland Fire Agencies and the USFS. Standard ARA equipment (sampling equipment, computers, appropriate size vehicle, etc.) that is essential to on-site air quality support is authorized. Damages, failure, and daily wear incurred to standard equipment during an assignment are also eligible for reimbursement.

### **CACHE SUPPORT POSITIONS**

Refer to National Mobilization Guide, Chapter 20

### **INTERAGENCY RESOURCE REPRESENTATIVE (IARR)**

The IARR reports to the EACC Center Manager and is responsible for supporting all Eastern Area resources in reasonable proximity to their assigned location. An IARR may be ordered when three (4) or more crews are committed within a geographic area. EACC will provide the name and contact information for IARR's to the GACCs where they are assigned.

#### **Interagency Resource Representative (IARR) Duties and Responsibilities**

The Interagency Resource Representative (IARR) may be assigned to an incident, a complex or a geographic area to serve as representative for assigned crews, overhead, and equipment. The main responsibility of Eastern Area IARRs is to represent the Eastern Area regarding the care and welfare of Area resources.

The IARR must be self-sufficient.

The IARR must be highly skilled in interagency incident business management, incident management procedures, accident reporting, commissary, government travel, medical care procedures, mobilization, demobilization, and personnel management in incident situations. The IARR is expected to possess knowledge of policies as they relate to each agency represented by the Eastern Area. When working with the Incident Management Team (IMT), the IARR will normally coordinate with the Planning Section

Chief (PSC1 or PSC2), Finance Section Chief (FSC1 or FSC2), Expanded Dispatch Crew Desk, Expanded Dispatch Coordinator, and host GACC. For duties, responsibilities and additional information regarding the IARR position refer to the Eastern Area IARR Operations Guide posted on the EACC website, Crews - [https://gacc.nifc.gov/eacc/logistics/crews/documents/Eastern\\_Area\\_IARR\\_Guide.pdf](https://gacc.nifc.gov/eacc/logistics/crews/documents/Eastern_Area_IARR_Guide.pdf)

### **Interagency Resource Representative (IARR) Reporting Requirements**

The EACC produces a daily Crew Report which is posted to the EACC web page. This report highlights resource activity, assignments and status of resources committed to incidents within or outside the area. Upon initial assignment, the IARRs will establish contact with the EACC Intel Coordinator and Center Manager. As activity warrants, it is recommended for IARRs to contact the EACC Intel Coordinator at a minimum of one phone call daily to relay crew, overhead and equipment information. If the Intel Coordinator is not available, contact the Center Manager.

If a telephone is not accessible, reports will be accepted by email but must be followed up by a phone call if possible. This must be approved by the EACC Intel Coordinator or Center Manager if the Intel Coordinator is unavailable.

EACC phone: 414-944-3811 (24 hours/day)

EACC email: [wieacc@firenet.gov](mailto:wieacc@firenet.gov)

For all after hours emergencies, contact in order listed below:

- Primary - Brendan Neylon, Center Manager Cell  
Phone: 610-742-7864
- Secondary - Brendan Neylon, Deputy Center Manager  
Cell Phone: 610-742-7864

### **SECURITY POSITIONS**

National Wildfire Coordinating Group (NWCG) federal agency law enforcement personnel meeting Technical Specialist - Security Level 1 (SEC1) and Technical Specialist - Security Level 2 (SEC2) qualifications will continue to be the first priority for assignments to fill resource requests for SEC1, SEC2, and SECM (Security Manager) positions on federal incidents. These personnel provide the broadest range of ability and authority.

- **SEC1:** Certification as Criminal Investigator or Law Enforcement Officer. Resource is authorized and equipped to carry firearms, make arrests, serve warrants, and conduct searches and seizures. They are authorized to enforce federal or state laws. AD hiring authority and procurement of private services may not be used for this position.

The following is a comparison of equivalent ratings among agencies. However, when actually ordering, ensure that the individual is certified at the level specified (i.e. Security Specialist 1).

- FS: Law Enforcement Officer
- S: Title varies by State
- BLM: Ranger/Agent
- BIA: Commissioned Officer
- NPS: Commissioned Officer



- FWS: Refuge Officer
- **SEC2:** Annual recertification as a FS Forest Service Protection Officer. Resource is not authorized nor equipped to carry firearms, serve warrants, or conduct searches and seizures. They have authority to enforce federal criminal laws and regulations. AD hiring authority and procurement of private services may not be used for this position.
- **SECM (Security Manager):** Security Manager is responsible for resource orders and approval of payment. This position may not exercise law enforcement authority and duties unless resource meets applicable SEC1 or SEC2 qualifications. AD hiring authority may be used for this position.
- **SECG (Security Guard):** Personnel utilized in this position shall not exercise law enforcement authorities and duties of either state or federal laws, including arrest or detention of persons, nor carry weapons or other defensive equipment. They cannot wear their agency uniform or use their agency vehicle since they have NO law enforcement authority. This non-law enforcement position can be filled by AD hiring authority and procurement of private services.

If the IROC resource request specifies that an Agency-Owned Vehicle or a Law Enforcement vehicle is authorized to drive to the incident, all Incident Operations driving guidelines and the work/rest policy must be adhered to.

### **EMERGENCY WORKER (CASUAL) HIRING PROCEDURES**

Unless specified “agency only”, casuals and private contractors will be accepted for wildfires and severity orders.

For positions required to be filled by agency employees, refer to the 2021 Interagency Incident Business Management Handbook (IIBMH) and current Administratively Determined (AD) Pay Plan for Emergency Workers: [https://gacc.nifc.gov/eacc/management\\_admin/incident\\_business/incident\\_business.htm](https://gacc.nifc.gov/eacc/management_admin/incident_business/incident_business.htm). All other positions may be filled with a casual employee unless specified otherwise.

Each qualified position listed and approved on an individual’s Incident Qualification Card requires a separate Single Resource Casual Hire Information Form. The casual needs to have a signed original or copy of the form with them when they mobilize to an incident. **If a casual employee is reassigned or field promoted during an assignment, a new Single Resource Casual Hire form is not required.**

The Passenger and Cargo Manifest Form for crews replaces the casual hire form at the time of mobilization.

The Employee Common Identifier (ECI) is a unique 10-digit number generated for each casual employee in the Federal Personnel Payroll System (FPPS system). To address Personally Identifiable Information (PII) concerns, the use of the ECI will replace the collection of Social Security Numbers (SSNs) where applicable.

Employee Common Identifier (ECI) replaces the use of Social Security Numbers (SSN) on all documents except for the I-9 and W-4, which will continue to require the use of SSNs. Procedures on obtaining ECIs can be found on the NWCG web site at: <https://www.nwcg.gov/sites/default/files/memos/eb-m-13-014a.pdf>.

The applicable Payment Center will be responsible for generating ECIs for new casuals. Hiring Units will be responsible for obtaining ECIs from the Payment Center and relaying ECI information to the casual employee, appropriate entities, inputting on the appropriate documents, etc.

Casual employees will be responsible for maintaining and providing their ECIs for e-ISuite input and for use on OF-288s.

An Employment Eligibility Verification Form, I-9, must be completed by the hiring official and casual employee at the employing location every three years. Direct Deposit Form, FS-1199a, and Federal W-4 and a State Tax withholding forms must be provided to the casual. Federal and state income taxes will be withheld from the casual's earnings. Casuals must be provided the opportunity to complete appropriate federal and state income tax withholding forms at the time of hire to ensure the correct amount of tax is withheld.

For US Forest Service Casuals: The Hiring Official submits all hiring forms to the Albuquerque Service Center (ASC) either electronically or by fax. To avoid delays in pay processing, forms should be completed and submitted during the pre-season refresher, pack test, etc. Re-submit forms if information on file has changed.

FS Casual Pay Center

Albuquerque Service Center  
Incident Finance – Casual Pay  
101 B Sun Avenue NE  
Albuquerque, New Mexico 87109 – 4473  
Phone: 877-372-7248 (Option #1)  
Fax: 866-816-9532  
Email: [asc\\_ipc@fs.fed.us](mailto:asc_ipc@fs.fed.us)

For DOI Casuals: Federal W-4, State Tax form (if applicable), Tribal Exemption form (if applicable), Direct Deposit Form or EFT Waiver are sent to the DOI Casual Payment Center. I-9s, Crew Time Reports, Incident Behavior Forms, and Single Resource Casual Hire Forms are retained at the hiring unit.

DOI Casual Pay Center

National Interagency Fire Center  
Casual Payment Center MS 270  
3833 S. Development Ave  
Boise ID 83705  
Phone: 877-471-2262 Fax: (208) 433-6405

## **EMERGENCY WORKER ACCIDENT REPORTING**

When a Forest Service sponsored casual employee sustains a reportable injury or illness, a CA-1/CA-2 must be completed through eSafety and faxed to ASC in order for an OWCP case number to be assigned. The injured casual employee's incident supervisor or IARR must ensure that the CA-1/CA-2 is completed in eSafety and transmitted to the hiring official at the hiring unit.

## **TRAVEL INFORMATION**

When assigning overhead, travel arrangements should meet the date/time needed as requested on the resource order as closely as possible. If any travel delays are experienced, resource will notify the incident dispatch of the delay as soon as possible.

Eastern Area resources dispatched to incidents are normally expected to fly commercially. Exceptions to this will be documented as being fiscally efficient and safe, authorized by the incident, and relayed

through official dispatch channels.

Rental cars for assignments must be authorized on the original request.

For federal resources, travel reservations should be made through the government contracted travel agency. State resources should use their agency's travel reservation procedures.

To manage fatigue, every effort should be made to avoid off unit mobilization and demobilization travel (excluding IA response) between 2200 hours and 0500 hours local time.

### **Use/Cost Comparison Requirements for Privately Owned Vehicle (POV) and Rental Vehicle**

The Federal Travel Regulation (FTR) guidance for all federal agencies is as follows:

- Travelers are now required to do a cost comparison between a privately owned vehicle (POV) and a rental vehicle for use during temporary duty (TDY), FTR 301-10.309-301-10.3
- Travelers who are authorized to use a rental vehicle for TDY must use the least expensive compact car available unless an exception is approved, FTR 301-10.450
- Travelers cannot be reimbursed for purchasing pre-paid refueling options for rental vehicles, FTR 301-70.102

IROC resource requests stating POV authorized in documentation or special needs indicate that the receiving unit has approved; however, the sending unit/resource has the ultimate responsibility in determining the method of travel that is least cost to the government. If a POV has been determined to be the least costly and is authorized, sending dispatch offices must indicate that a cost comparison was done and is on file. If POV is authorized and determined to be least cost to the government, the resource may still elect to travel via other means in accordance with a cost benefit analysis, such as rental car, government vehicle, etc. A helpful Cost Benefit Analysis Tool can be found below:

[https://gacc.nifc.gov/swcc/dispatch\\_logistics/dispatch/forms/POV-Rental\\_Cost\\_Comparison\\_PopUp.htm](https://gacc.nifc.gov/swcc/dispatch_logistics/dispatch/forms/POV-Rental_Cost_Comparison_PopUp.htm)

### **NATIONAL INCIDENT MANAGEMENT TEAMS**

Teams will be ordered by type using an Overhead Group request in IROC.

#### **NMAC Management of IMTs**

The NMAC retains the authority to manage all team assignments for Type 1, Type 2, Complex, National Incident Management Organizations (NIMO) and Area Command Incident Management Teams as necessary to achieve team experience objectives, ensure proficiency, manage fatigue, or for other reasons.

### **INTERAGENCY INCIDENT MANAGEMENT TEAMS (IMTs)**

Incident Management Teams will be ordered by type. National Type 1 IMTs will be mobilized according to the National call-out procedures from the national rotation managed by NICC. Geographic Area Type 2 IMTs will be mobilized according to Geographic Area policy, with the following exception: Geographic Area Type 2 IMTs that have been ordered through NICC for staging within a Geographic Area will be prioritized and assigned to any new Federal Type 2 incident within that Area, or when a replacement team is needed within that Area.

IMTs will be requested through established ordering channels. Incident Commanders shall make

notification to the receiving Geographic Area through established ordering channels of any position shortages, or when their team configuration differs from the standard configuration.

NMAC, at any time, can request a geographic area to utilize an out of geographic area IMT (planned replacement need). The primary mission of IMTs is wildfire incident management. IMTs may respond to all-hazard incidents under the following guidelines:

- Planned events should be managed internally by the respective agency.
- The planned length of assignment should not exceed fourteen (14) days without negotiated approval from the sending Geographic Area and NICC.

A Federal Emergency Management Agency (FEMA) mobilization under the National Response Framework (NRF) will be accomplished according to the National call-out procedures. The standard length of assignment of fourteen (14) days may be extended up to thirty (30) days after negotiated approval between the Incident Commander, Regional ESF #4 Coordinator and FEMA.

- Base hours for Federal employees, in most cases, are not reimbursed by FEMA. Overtime, premium pay, and travel expenses may be paid by FEMA.

The Eastern Area Coordinating group (EACG) hosts 2 Eastern Area (EA) Type 2 Incident Management Teams (IMTs). The teams will be ordered through the Interagency Resource Ordering Capability (IROC) using Overhead group requests and filled with a master roster. Team members are committed to the team and shall not accept miscellaneous overhead assignments (freelance), unless pre-approved by their Incident Commander (IC).

The Eastern Area Coordination Center (EACC) is responsible for coordination of the EA IMTs mobilizations. EACC will serve as the primary contact for the NICC for the status of the EA IMTs. The EA IMT's Operating Plans shall be updated annually and available through the Eastern Area Operations Working Team (EA OWT). EACC will retain a current copy of the team's current Operating Plans and post them to the EACC webpage.

## **EA TYPE 2 IMT GENERAL OPERATING GUIDELINES**

### **Purpose and General Operating Guidelines**

The mission of the Incident Management Teams (IMTs) in the Eastern Area is to provide Agency Administrators with organized, highly skilled and qualified personnel to implement land management-based objectives on incidents, especially wildfires. All risk incidents will be supported as appropriate. Firefighter and public safety will be the priority.

Eastern Area IMTs work for Agency Administrators as outlined in their delegation of authority. EA IMTs will apply the guidelines given in the current Interagency Standards for Fire and Fire Aviation Operations (Redbook) to ensure safe and effective management strategies and tactics.

Eastern Area Coordinating Group members or delegated representatives reserve the authority to attend in-briefs and closeouts as part of their authority and responsibility for managing the IMTs in the EA.

At the conclusion of each assignment, Incident Commanders will request written team evaluations from the agency administrator or Area Commander. A copy of the evaluation will be provided to the EA

Operations Working Team Chair and the EA Team Coordinator upon return. EACC will be responsible for maintaining current and historical team records.

### **Team Oversight**

The EA OWT provides oversight and management for the EA Type 2 IMTs. Monitoring and evaluation of the teams will be completed by EACC, EA OWT, and EACG. The jurisdictional agency(s) will be responsible for initiating, monitoring, and evaluating team performance on specific incidents.

IMT's will provide the OWT a copy of their final team roster prior to beginning the years rotation.

Upon completion of all assignments, the IC will provide the following records to:

#### ***EA Team Coordinator:***

Team evaluations by Agency Administrator or Area Commander.

#### ***EA Training Working Team:***

- Summary status of assigned trainees.

#### ***EA OWT Chair:***

- Team evaluations by Agency Administrator or Area Commander.
- Performance evaluations for team members that were rated exceptional or deficient in the performance of their position duties.

The EA Team Coordinator will keep copies of the records for EACC and the EA OWT Chair will provide copies of the documents and required reports to EACG, as needed.

The IC will immediately address and document all position performance problems in conjunction with the appropriate Section Chief or incident work supervisor on the incident (Unit Leader, Division Supervisor, etc.). Issues related to the responsibility of the Human Resource Specialist will be referred to this position for resolution assistance. Copies of all deficient or needs improvement individual performance ratings will be provided to the EA OWT Chair upon return from each assignment. The IC/OWT/EACG will review the performance evaluation and take corrective action as it relates to IMT membership, as necessary, prior to the next IMT assignment.

Incidents involving employee conduct or ethics violations will be referred immediately to the employee's local agency administrator by the IC. The IC will notify the EACG agency representative to advise him/her that the issue has been directed to the employee's agency administrator. In addition, the IC will notify the EACC Center Manager about team performance issues.

IC's will provide the OWT with an annual report of IMT members availability by rotation.

### **Team Member Qualifications, Recruitment and Selection**

Eastern Area Interagency Incident Management Teams are managed by the Eastern Area Coordinating Group. Nominations to Eastern Area Incident Management Teams are received annually, and memberships to the teams are approved by the individual's supervisor, Incident Commanders, and the Eastern Area Operations Working Team. Membership to the IMTs will be according to the following priorities:

1. Agency employees (includes Federal, State, tribal employees) within the Eastern Geographic Area.
2. Agency employees from outside the Eastern Area.
3. Eastern Area Federal/State ADs.
4. Out of Area ADs.

No primary member of an Eastern Area Type 2 Team will be on more than one IMT.

Team recruitment notices will be issued annually by the EACG Chair. The EACG and EA OWT members, as well as the EA Team Coordinator, will be responsible for dissemination of team recruitment information within their respective agencies. The recruitment notice will be posted on the EACC webpage.

Length of commitment for Command and General Staff (C&G) positions will be three years. No need to reapply every year.

Length of commitment for all other team positions will be one year.

Candidates available for team selection will gain approval for participation from their supervisor, to include term of commitment period based upon position being sought.

The Operations Working Team will solicit applications for the Eastern Area IMT Incident Commanders and Deputy Incident Commanders as vacancies occur, and at the beginning of a new three-year commitment cycle. In addition to the current selection process, the EACG may utilize interviews at the request of an EACG member for Incident Commanders.

Command and General Staff selections will be made at the recommendation of the EA OWT. Long team selections will be at the recommendation of the C&GS, in concurrence with the EA OWT.

EACG will approve or disapprove final recommendations for all vacancies.

If an IMT member cannot complete their period of team commitment, they will notify their respective agency EA OWT representative following notification to the IC. An evaluation of potential job sharing, or replacement will be conducted between the IC, and the EA OWT chair.

#### **Recruitment and Selection Timetable**

10/01 - Recruit for all regular rostered positions.

11/15 - Applications close for all rostered positions.

12/15 - Recommendations for C&GS members to EACG from the EA OWT.

01/15 - EA OWT recommendations for all positions to EACG.

01/29 - Notification of selection for EA IMT members.

03/01 - IC or designee will submit the team selection list to the EA Team Coordinator. ICs or their designees (usually RESL or PSC2) will build initial team rosters in IROC.

#### **EA Type 2 IMT Rotation and Assignment**

The 2022 EA Type 2 IMTs will be on full rotation from March 30<sup>th</sup> through November 9<sup>th</sup>.

The two-week call-up period will begin at 0100 hours (Central Time) on Wednesday and continue through 2400 hours (Central Time) on the following second Tuesday.

<b>GOLD</b>	<b>SILVER</b>
<b>March 30 – April 12</b>	<b>April 13 – April 26</b>
<b>April 27 – May 10</b>	<b>May 11 – May 24</b>
<b>May 25 – June 7</b>	<b>June 8 – June 21</b>
<b>June 22 – July 5</b>	<b>July 6 – July 19</b>
<b>July 20 – August 2</b>	<b>August 3 – August 16</b>
<b>August 17 – August 30</b>	<b>August 31 – September 13</b>
<b>September 14 – September 27</b>	<b>September 28 – October 11</b>
<b>October 12 – October 25</b>	<b>October 26 – November 8</b>

*\*The EACG reserves the right to modify the rotation, start-up dates and/or stand-down dates in order to best meet the needs of the EA.*

When a request for a Type 2 IMT is received during the core fire season in the EA and the team in rotation is mobilized the next team up in rotation will be organized and made available, if possible, and placed in “On Call” status. When a Type 2 IMT request is received outside the core Eastern season and the team in rotation is mobilized the next up time will be organized and made available, if possible, but will not be placed “On Call”.

If major imbalances in assignments for any IMT develop, the rotation may be modified by EACG. The rotations are meant as a guide, but the goals of team member skill development, equitable mobilization, drawdown of resources, and work/rest all may need to be considered. Changes will be after discussion with involved parties.

EA Type 2 IMT availability during the off-season will be negotiated and mutually agreed upon between the IC and EACG.

EA IMTs will normally be provided 48 hours off between assignments or such time as required to adhere to work/rest guidelines. ICs may make their team unavailable for longer than the standard two days off following an assignment during busy seasons, after a particularly rigorous assignment, or for other reasons. This must be coordinated with the EACG/EACC, so that the Eastern Area may maintain sufficient availability and contingency resources.

### **Tracking and Mobilization of IMTs Step 1: Roster Creation**

- The IC or designee will confirm IMT member availability and job share positions.
- The IC or designee, in coordination with Section Chiefs, will fill vacancies with identified substitutions.

- The IC or designee will make direct calls to individuals to fill vacancies. Assistance in filling vacancies is also available from local dispatch centers, EACC and the EA GATR.
- Incident Commanders will ensure team rosters are complete when their IMT is up on rotation. Completing the rosters when the IMT receives an order is not acceptable.
- The ICs and the EACC Center Manager will determine if team rosters meet minimum requirements for mobilization.

### **Step 2: *Getting an Order***

#### ***Notification to EACC of potential Order***

- EACC notifies IC, GATR and Dispatch Centers/Center Managers of potential IMT order. The ICs and Dispatch Centers/Center Managers MAY implement internal “Phone Trees” and contacts based on “Potential Order”.
- The IC emphasizes that order is “potential” and no action is taken until “official” order is received.
- NO mobilization actions occur. No phone calls to Dispatch Centers by IMT members should occur.
- The IC or team designee needs to ensure that the roster is final for EACC to fill the IROC order.

#### ***Official Order received by EACC***

- EACC will notify the IC of a placed order for an IMT.
- The IC will contact the host agency official and coordinate a reasonable needed date and time and agree upon mode of travel, report to location (in brief), and authorizations: Rental, POV, AOV, laptop, cellphone, etc.
- The IC or the host dispatch center will advise EACC what has been authorized and approved and the name and contact information for the hosting Agency Administrator.
- EACC will fill the pending IROC overhead team resource order with the final approved team roster. The subordinate requests will be pushed to the IMT resource’s dispatch centers to be filled.
- EACC will place requests for team vacancies with Eastern Area dispatch centers prior to placing them up to NICC.
- Once the IMT has been in-briefed and the hosting dispatch center is ready, EACC will set the IROC team overhead request as completed so team resource order ownership will be shifted to the hosting dispatch center.

### **Step 3: *Team Travel***

- All travel will be done in close coordination with team members home Dispatch Centers. Team members will notify their home Dispatch Centers of their travel plans prior to departing if their dispatch has not played a role in making travel arrangements for them. This includes vehicle IDs, ETD, ETA, RON locations. While en route to incidents, team members will maintain contact, as necessary, with home dispatch centers to confirm request numbers and/or relay updated information or changes.
- Work/rest ratios will be followed by individual team members and will be documented in the team’s SOPs.
- Team C&G may commence travel before an official order is received at EACC, per approval by the IC.
- Non-C&G team members require verbal approval from the IC to travel before receipt of an official order.
- Receiving unit is responsible for the return travel.



**IMT Trainees**

When an IMT is in place in the Eastern Area, every effort will be made to utilize trainees from the EA Priority Trainee (PT) list.

The National Standard long team configuration identifies 44 positions of which IMTs may have a maximum of eleven (11) discretionary positions to be identified by the Incident Commander. The team may bring an additional six (6) IMT trainee positions and eight (8) GACC Priority Trainees. When an IMT is mobilizing to an incident outside of their GACC, the GATR from the hosting GACC will work with the sending GATR to identify the 8 Geographic Area priority trainees that will be assigned to the IMT to achieve immediate IMT needs, provide valuable trainee opportunities and to support IMT succession planning.

With the approval of the IC and their Section Chief, IMT pool trainees are available for miscellaneous overhead assignments that provide equivalent experience at the specified trainee level.

Trainees are not permanent team members. Upon fulfilling the on-the-job requirements of their positions, an assignment trainee has completed their time with the team and a new trainee will be assigned. The newly qualified individual may be assigned to an existing IMT vacancy for the remainder of that season and will be required to apply for that position for the subsequent season.

Documentation of all trainee/mentored assignments will be completed prior to incident demobilization and will include Position Task Books and a formal performance rating. The IC is responsible for assuring that all performance is documented, and copies of all pertinent information is forwarded to the employee's home unit.

**Substitutions**

The EA Type 2 IMTs will be considered ineligible for assignments if none of the ICs are available or if two or more Command and General Staff positions cannot be filled. Command and General Staff includes ICT2, SOF2, PIO2, two OSC2, PSC2, LSC2, and FSC2.

Substitution of IMT members during assigned availability periods will be made by the IC or designee. Generally, substitutes will be assigned for the entire remaining callout period.

**Job Sharing**

Job sharing of primary team positions has been adopted by EA to facilitate individual work commitments while maintaining team availability and continuity.

Job sharing will be identified on the individual's application and will be considered by the EA OWT in the normal team selection process.

Job share individuals will be identified as such on the team master roster.

**Incident Commander Input to Eastern Area Coordination Group**

The ICs are encouraged to attend and participate in all EACG and EA OWT meetings and conference calls.

**Availability**

C&G are responsible for maintaining close communications with their local dispatch centers during team availability periods.

All team members must regularly update and maintain their availability in IROC with their local dispatch centers. Members must maintain the status of “available local”.

The IC will review any primary individual who is unavailable for more than two on call rotation periods that have not been approved in advance by the IC. Recommendations resulting from these reviews will be forwarded to the EA OWT Chair.

Primary team members are expected to monitor their EA Type 2 IMT on call schedule.

Notification of any unavailability during on call periods must be made as far in advance as possible to Section Chiefs or designees. EA Type 2 IMT members will make unavailability notification, via electronic mail or phone call to their local Dispatch Center and their Section Chief prior to the next on call period. Unavailability notification must include their name, unavailability dates, and the reason for unavailability.

### **Pre-Orders**

IMT pre-orders will be posted to the EACC web page.

### **Eastern Area Out of GACC IMT Application Policy**

Eastern Area resources must apply to the EA IMT's before they will be approved for other Geographic Area teams, especially in critical shortage areas such as finance, logistics and aviation. Under guidance from the National Multi-Agency Coordinating Group (NMAC), notification of all out-of-EA IMT applications must be sent to the attention of the EACC at: [wieacc@firenet.gov](mailto:wieacc@firenet.gov). EACC will consolidate the list of EA applicants applying for out of EA IMT positions and forward to the EA Operations Working Team (EA OWT) for review and concurrence. After concurrence from the EA OWT, EACC will forward the list of applicants to the appropriate GACC. For applicants that do not receive concurrence the EA OWT chair will contact the respective EACG representative for the individual for the agency to work to resolve the situation. The out of area IMTs will notify the candidate upon application acceptance.

### **IMT CONFIGURATION**

IMTs ordered through NICC will be requested as either a long or a short team configuration. Any variation from the standard configuration is at the discretion of the requesting unit. The Deputy Incident Commander position is not mandatory. The Incident Commander positions on IMTs may only be filled by current agency employees. It is recommended that the following positions also be filled by current agency employees: Finance/Admin. Section Chief Type 1 or 2, Procurement Unit Leader, Comp/Claims Unit Leader, and Compensation-for-Injury Specialist. IMT 1, IMT2, and IMT3 (for out of geographic area assignments) configurations can be found at the following link:

[https://www.nifc.gov/nicc/logistics/teams/imt\\_configuration.pdf](https://www.nifc.gov/nicc/logistics/teams/imt_configuration.pdf)

In addition to the 20 positions identified on the short team configuration, a maximum of six (6) IMT trainee positions will be mobilized with the team. In addition to the 44 positions identified in the long team configuration, a maximum of 14 trainee positions will be mobilized with the team. Long team

configuration trainee positions include six (6) IMT trainee positions and eight (8) GACC priority trainees. When an IMT is mobilizing to an incident outside of their GACC, the GATR from the hosting GACC will work with the sending GATR to identify the eight (8) Geographic Area priority trainees that will be assigned to the IMT to achieve immediate IMT needs, provide valuable trainee opportunities and to support IMT succession planning.

Unless notified otherwise, trainees for both short and long team configurations will be mobilized for incidents on Federal lands.

#### **TYPE 1 IMTs**

Refer to National Mobilization Guide, Chapter 20

#### **TYPE 1 IMT ROTATION PROCESS**

Refer to National Mobilization Guide, Chapter 20

#### **NIMO INCIDENT MANAGEMENT TEAM TYPE OF ASSIGNMENTS**

Refer to National Mobilization Guide, Chapter 20

#### **NATIONAL AREA COMMAND TEAM**

Refer to National Mobilization Guide, Chapter 20

#### **NATIONAL AREA COMMAND TEAM CONFIGURATION**

Refer to National Mobilization Guide, Chapter 20

#### **NATIONAL AREA COMMAND TEAM ROTATION PROCESS**

Refer to National Mobilization Guide, Chapter 20

#### **INCIDENT SUPPORT TEAMS**

Teams will be ordered using an Overhead Group request in IROC, except for Aviation Safety and Technical Assistance Teams.

Overhead requests for specialized team member of nonstandard teams, such as After Action Review teams, will be placed as Technical Specialist (THSP).

#### **NATIONAL INTERAGENCY BUYING TEAMS (BUYT)**

There are ten (10) National Interagency Buying Teams. The teams are dispersed as follows:

Northern Rockies 1

Great Basin 1

Eastern 2

Southwest 1

California 2

Northwest 1

Southern 2

National Interagency Buying Teams will be mobilized according to the National call-out procedures from the National Interagency BUYT Rotation managed by NICC. Orders for BUYTs will be placed through established ordering channels using an Overhead Group Request.

The primary mission of a BUYT is to support the local administrative staff with incident acquisition. In addition, the BUYT Leader has the responsibility for coordinating property accountability with the Supply Unit Leader. Responsibilities and coordination of BUYTs can be found in the NWCG Standards for Incident Business Management:

<https://www.nwcg.gov/sites/default/files/publications/pms902.pdf>

and the NWCG Incident Business Committee webpage:

<https://www.nwcg.gov/committees/incident-business-committee/>

BUYTs should not be utilized as de facto payment teams. Incident host agencies should order a Review, Audit, Process Team if the situation warrants.

BUYTs are ordered by the incident host agency and report to the agency administrator or other designated incident agency personnel. Buying teams work with the local administrative staff to support the incident acquisition effort. Geographic Areas will internally mobilize their National Buying Teams, local Geographic Area buying teams, or ad-hoc buying teams before requesting a National Interagency Buying Team from NICC. National BUYTs are mobilized according to National Call-Out Procedures.

### **BUYT Configuration**

National Interagency BUYTs are comprised of a leader and six team members. One of the six members may be assigned as an assistant or deputy leader. In addition to the seven-member team, personnel from the incident host agency or alternate buying team members may be added as needed, to supplement the primary team. National Interagency BUYTs will consist of the following:

- Six qualified buying team members will be a combination of those with and without a government purchase card and contracting officers with their applicable agency training.

### **BUYTs Rotation Process**

- BUYTs will remain on-call for a maximum fourteen (14) days.
- At the time (clock hour and day of week) a BUYT from the BUYT Rotation list is requested, the next eligible BUYT in rotation will be notified and will remain in call status for the next fourteen (14) day period. The next two (2) BUYTs in rotation will also be notified of the schedule change. Geographic Areas unable to provide a BUYT when ordered for a National assignment will be listed as unavailable on the BUYT Rotation and will not be considered until the designated Geographic Area slot rotates into position again.
- Geographic Areas with more than one (1) BUYT may decide which “eligible” team responds to a national call. Geographic Areas must pass if no “eligible” BUYT can meet the needed date/time of the request. BUYTs will be considered unavailable for a National assignment if more than two (2) procurement or support positions are to be filled with a substitute.

- The National Interagency Multi-Agency Coordinating Group (NMAC) retains the authority to adjust the BUYT Rotation list when necessary to achieve team experience objectives or for other reasons.

The National rotation and current assignment history can be found at the following link:

[https://www.nifc.gov/nicc/logistics/teams/buy\\_rotate.pdf](https://www.nifc.gov/nicc/logistics/teams/buy_rotate.pdf).

### **EASTERN AREA BUYING TEAMS**

The Eastern Area Coordinating Group sponsors two National Interagency Buying Teams. EACC is responsible for management of the team rosters.

EACC leaders (BUYLs) for 2022 are:

- Carol Northrop, PA-ALF, WV-CAC
- Karie Linn, FS WO-PPS IPO At Incident Management Support, WI-WIC

### **REVIEW, AUDIT, PROCESS TEAM CONFIGURATION (RAP)**

Refer to National Mobilization Guide, Chapter 20

### **BURNED AREA EMERGENCY RESPONSE TEAM (BAER)**

Refer to National Mobilization Guide, Chapter 20

### **DOI NATIONAL BURNED AREA EMERGENCY RESPONSE TEAM CONFIGURATION**

Refer to National Mobilization Guide, Chapter 20

### **DOI BURNED AREA EMERGENCY RESPONSE TEAM MOBILIZATION PROCESS**

Refer to National Mobilization Guide, Chapter 20

### **NATIONAL FIRE PREVENTION AND EDUCATION TEAMS (NFPET)**

The mission of National Fire Prevention and Education Teams (NFPETs) is to provide unit and agency managers with skilled and mobile personnel which have the ability to supplement or enhance ongoing local wildfire prevention and education activities, where hazard or risk is, or is expected to be, elevated above normal. Ordering NFPETs for normal, routine, or project work should be discouraged.

Teams are available to support units onsite as well as virtually. Depending on the needs of the ordering unit, some team members may work virtually in support of the team that is onsite.

Teams are highly effective in their ability to reduce unwanted human-caused wildland ignitions and are equipped to rapidly complete on-site prevention assessments and plans, initiate implementation of such plans, and to begin immediate prevention and education activities.

### **NFPET CONFIGURATION**

A basic team is composed of three personnel with these minimum qualifications:

- PETL – Fire Prevention Education Team Leader
- PETM – Fire Prevention Education Team Member
- PIO2 – Public Information Officer Type 2

Actual team composition may include additional support positions, as determined jointly by the team leader and the ordering unit, on a case-by-case basis, based on the team's anticipated tasking.

The assignment of PETL and PETM trainees is encouraged. If the use of trainees is authorized by the ordering unit, priority for assignment is to be given to trainees selected by the team's NFPET Geographic Area Coordinator or the ordering unit's Geographic Area priority trainee program, where applicable.

Requests for National Fire Prevention and Education Teams will be placed through established ordering channels in ROSS using an Overhead Group Request. The NFPET Geographic Area Coordinators listed below will work with Geographic Area Coordination Centers to fill team orders.

#### **NFPET COORDINATORS**

Refer to National Mobilization Guide, Chapter 20

#### **COMMUNITY MITIGATION ASSISTANCE TEAMS (CMAT)**

Refer to National Mobilization Guide, Chapter 20

#### **CMAT CONFIGURATION**

Refer to National Mobilization Guide, Chapter 20

#### **FIRE AND AVIATION SAFETY TEAMS (FAST)**

Fire and Aviation Safety Teams assist Agency Administrators during periods of high fire activity by assessing policy, rules, regulations, and management oversight relating to operational issues. They can also provide the following:

- Provide guidance to ensure fire and aviation programs are conducted safely.
- Assist with providing immediate corrective actions.
- Review compliance with Occupational Safety and Health Administration (OSHA) abatement plans, reports, reviews, and evaluations.
- Review compliance with Interagency Standards for Fire and Fire Aviation Operations.

FAST reviews can be requested through the GACC to conduct reviews at the state/regional and local level. If a more comprehensive review is required, a national FAST can be ordered through the National Interagency Coordination Center.

FASTs will be chartered by their respective Geographic Area Coordinating Group (GACG), with a delegation of authority, and report back to the GACG.

FAST reports include an executive summary, purpose, objectives, methods and procedures, findings, recommendations, follow-up actions (immediate, long-term, and national issues), and a letter delegating authority for the review. FAST reports should be submitted to the GACG, with a copy to the Federal Fire and Aviation Safety Team (FFAST) Chair within thirty (30) days.

#### **FAST CONFIGURATION**

Refer to National Mobilization Guide, Chapter 20

#### **FAST MOBILIZATION PROCESS**

Refer to National Mobilization Guide, Chapter 20

#### **AVIATION SAFETY AND TECHNICAL ASSISTANCE TEAM (ASTAT)**

Aviation Safety and Technical Assistance Teams enhance safe, efficient, and effective aviation

operations. An ASTAT provides assistance to unit and aviation managers, flight crews, and incident management teams for increasing, ongoing or declining incident aviation activity.

ASTATs assist and review helicopter and/or fixed wing operations on wildland fires. During high levels of aviation activity, it is advisable to request an ASTAT.

If an ASTAT cannot be filled internally, the request may be placed with NICC through established ordering channels using individual overhead requests. ASTATs receive an assignment briefing with management concerns and/or issues identified in a letter delegating authority, which establishes the roles of the team and its expectations. The teams will provide daily feedback to the person(s) identified in the delegation of authority. Teams will conduct an exit briefing and will provide a written report prior to demobilization

### **ASTAT CONFIGURATION**

The following configuration, or a similar combination of positions based upon the needs of the ordering unit, will be used when ordering an ASTAT.

- THSP - Aviation Safety Manager
- THSP - Operations Specialist (helicopter and/or fixed wing)
- THSP - Pilot Inspector
- THSP - Maintenance Inspector (optional)
- THSP - Avionics Maintenance Inspector (optional)
- ACDP - Aircraft Dispatcher (optional)

### **SERIOUS ACCIDENT INVESTIGATION TEAMS (SAIT)**

Serious Accident Investigation Teams are mobilized to investigate serious wildland fire accidents. Serious wildland fire accidents are defined in the Interagency Standards for Fire and Fire Aviation Operations: [https://www.nifc.gov/policies/pol\\_ref\\_redbook.html](https://www.nifc.gov/policies/pol_ref_redbook.html)

Team members ordered through established channels will be mobilized as THSPs. Requests for SAIT members mobilized through established ordering channels will be placed using individual overhead requests.

#### **Normal SAIT Configuration is as follows:**

- THSP - Team Leader
- THSP - Chief Investigator
- THSP - Advisor/Safety Manager
- THSP - Interagency Representative
- THSP - Subject Matter Expert (experienced in specialized occupation)
- PIO - Public Affairs Officer